

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

1320. 50

10/10/85

MODERNIZATION AND STANDARDIZATION OF
SUBJ: AVIATION STANDARDS FIELD INSPECTOR HANDBOOKS

1. PURPOSE. This order describes a new method of development, **presentation**, and issuance of field inspector handbooks to provide for modernization and standardization. It also establishes a Handbook Standardization Committee with primary responsibility for assuring consistent interoffice and **interdivisional** application of the provisions in this order.

2. DISTRIBUTION. This order is distributed to the Associate Administrator for Aviation Standards; to the Director, Rotorcraft Program Office; to division level in the Offices of Civil Aviation Security and Aviation Medicine; to branch level in the Offices of Flight Standards, Airworthiness, and Program and Regulations Management; and the Aviation Standards Branch of the FAA Academy. This order is also distributed to the division level in the regional Flight Standards, Aviation Medical, Civil Aviation Security, and Aircraft Certification Divisions for information purposes only.

3. BACKGROUND. The results from such recent efforts as the National Air Transportation Inspection program, the flight standards Job Task Analysis (**JTA**) project, and preliminary results from the General Aviation Safety Audit all indicate an urgent and practical need to modernize, coordinate, and standardize the handbooks used by Aviation Standards (**AVS**) field inspectors. As part of the **JTA** project, overview panels studied the feasibility of modernizing and standardizing the format and presentation of the handbooks used by general aviation and air carrier operations inspectors, **general** aviation and air carrier airworthiness inspectors, and manufacturing inspectors. These panels recommended that such a project be undertaken. Other deliberations in connection with the Aviation Safety Analysis and Functional Evaluation (**SAFE**) project **indicate** a need to modernize and standardize the handbooks as soon as possible because of the impact these documents have on the many subprojects associated with project **SAFE**.

4. DEFINITIONS. The definitions outlined herein provide **standard terms and** titles to be used in writing the handbooks.

a. Handbook is an order (directive) designed to provide essential overall instructions, guidance, and requirements for operations, airworthiness, and manufacturing field personnel to accomplish their job functions.

b. Directive Information is information that is considered directive in nature and will contain terms such as "shall," "must," and means that the actions are **MANDATORY**. A "shall not" means that the action is **PROHIBITED**. The use of these terms will leave no flexibility and their direction shall be followed unless otherwise authorized by headquarters division managers. (Reference: Order **1320.1C**, FAA Directives System, paragraph **72.**)

Distribution: A-W(VS/RO)-1; A-W(CS/AM)-2; A-W(FS/WS/PR)-3; Initiated By: AVS-1
A-X(FS/AM/CS/CD)-2 (info only); AAC-950 (3 copies)

c. Guidance Information is information that is considered guiding in nature and will contain terms such as "will," "should," or "may." These terms indicate actions that are desirable, permissive, or not mandatory and provide for flexibility. (Reference: Order 1320.1C, FAA Directives System, paragraph 72.)

d. Handbook Standardization Committee (HSC) is a group of persons responsible for consistent application of the provisions of this order. (See paragraph 8.)

e. Organization as used in this order describes an individual or group of individuals having formal status (such as company, corporation, partnership, etc.) or informal status (such as a private citizen) who is (or are) air operators, air agencies, or manufacturers conducting aeronautical operations or functions under the provisions of and subject to the Federal Aviation Act of 1958, as amended, and attendant Federal Aviation Regulations (FAR).

f. Air Operator is any organization that conducts operations of an aircraft and **is** required to operate and maintain that aircraft in accordance with a specific regulation or combination of regulations.

g. Air Agency is any organization that is certificated to maintain or alter aircraft, aircraft engines, propellers, and appliances, or is certificated to provide training to airmen.

h. Manufacturer is any organization that is engaged in the fabrication, **construction**, assembly, or manufacture of aircraft, aircraft engines, propellers, appliances, replacement and modification parts or components thereof, using systems that are set forth by the FAR and approved by the Federal Aviation Administration (FAA),

5. RESPONSIBILITIES. The Director of Flight Standards and the Director of Airworthiness are responsible for the approval of the handbooks covered by this order. This responsibility may be delegated to division managers when the handbook information does not cross divisional lines of authority. Handbooks which contain information that affects two or more **AVS** offices, must be approved by the **AVS** office director that originates the handbook with concurrence by the other offices, as appropriate.

6. IMPLEMENTATION. The Air Transportation Division (**AFS-200**), the Aircraft Maintenance Division (**AFS-300**), the General Aviation and Commercial Division (**AFS-800**), and the Aircraft Manufacturing Division (**AMS-200**) are the primary offices of interest in the development and amendment of the respective handbook(s) covered by this order.

a. Each division will assure the technical accuracy of the information **contained** in their respective handbook(s).

b. Each division will prepare and have approved project resumes, as well as, **detailed** plans to implement the provisions of this order. These resumes and plans will be submitted to the **HSC** for concurrence prior to approval by the respective office director,

c. As each division's respective handbook(s) is/are developed it/they will be submitted to the **HSC** on a schedule indicated in its implementing resume or plan. The **HSC** will review all submissions for consistent application of the provisions of this order,

d. Each division will submit final drafts of handbooks to the **HSC** for clearance prior to approval by the office directors, Divisions will also submit any major changes subsequent to the initial rewrite and formatting of the handbook to the **HSC** for clearance prior to approval by the respective office director.

7. SPECIFICATIONS. The handbooks governed by this order shall conform to the standards outlined below:

a. Design Standards,

(1) Overall size is to be such that it is easily portable in an inspector's typical briefcase.

(2) Pages are to be bound (looseleaf) by a flexible and durable binder.

(3) Appendices, **volumes**, and chapters, if appropriate, are to be tabbed for easy **access** to information.

(4) Print is to be of high quality and easily readable.

(5) **Contain** provisions for **revision** guidance and control.

(6) **Physically** easy to revise.

(7) **Contain** adequate provisions for adding additional information, such as selected regulations, etc.

b. Format Standards.

(1) The handbook(s) will be formatted to include a cover, record of changes, and short order transmitting the document.

(2) The handbook(s) will also include three or more appendices. Each appendix will include a table of contents.

(a) Appendix 1 will be divided into ten standard volumes. Standard volume titles will be used in all **AVS** operations, airworthiness, and manufacturing inspector handbooks. Each volume will consist of chapters that can be arranged in sections, paragraphs, and subparagraphs to provide for sufficient subdivisions of each volume, as necessary. Appendix 1 volume titles will be as follows:

1 Volume I - General Concepts, Policies, Procedures, and Definitions.

2 Volume II - Organizational Certification.

- 3 Volume III - Organizational Technical Administration.
- 4 Volume IV - Aircraft and Equipment.
- 5 Volume V - Airmen Certification.
- 6 Volume VI - **Surveillance.**
- 7 Volume VII - Investigations.
- 8 Volume VIII - General Technical Functions.
- 9 Volume IX - Aviation Education and Safety Promotion.
- 10 Volume X - Technical Staff Administration and Responsibilities.

(b) Appendix 2 will be used to include all respective **AFO** and **AWS** bulletins and alerts,

(c) Appendix 3 will include an **AVS** handbook subject matter cross-reference.

(d) Each handbook may include additional appendices provided they have been approved by the **AVS** office directors. Additional appendices shall include a table of contents and be arranged sequentially using the same format standard as the other appendices.

(3) Charts and figures should normally be located as close as possible to the explanatory text. However, when it is more appropriate for clarity and ease of use, they may be grouped and arranged within their respective Volume or chapter in specific identifiable sections or paragraphs.

c. Presentation Standards,

(1) The handbook(s) shall be **developed** in a comprehensive manner and be directive in nature in those areas where a high degree of standardization is necessary. The presentation of material shall be such that no regional supplemental information will be required.

(2) The method of presentation should be such that it provides for clarity, ease of understanding, and **utilization**. It shall include **state-of-the-art techniques and/or methods with respect to outlines, job aids, logic diagrams, pictures, presentation, and technical composition.**

(3) Appendix 1 will consist of information as outlined below:

(a) Volume I will set forth general concepts, overall roles, definitions, and shall include guidelines with respect to **AVS** philosophy and inspector authority, the Federal Aviation Act, and **responsibilities regarding FAR development**. It shall include general information on inspector oversight responsibilities, safety promotion responsibilities, and industry

responsibilities. This volume shall also provide for a system to update and revise the handbook(s) that is/are responsive to regional and district office **input**.

(b) Volume II will contain information on the general and basic certification processes and procedures of organizations under a specific FAR or combination of FAR or organizations not requiring **certification**, but nevertheless conduct aeronautical operations or functions.

(c) Volume III will include all necessary and administrative detail and technical requirements necessary to perform a specific task in support of certification and appropriate administrative tasks in support of existing organizations. This includes, but is not limited to, such tasks as operations specifications, proving flights, check airmen approval, air agency ratings, training programs, manual approvals, aircraft approvals, and production approvals.

(d) Volume IV will contain all the necessary information regarding the approvals of certification of aircraft, aircraft components, or devices that are used to train airmen. This includes, but is not limited to, approval of aircraft simulators, major repairs and alterations, Category II/III approvals and procedures. It shall also include policies on equipment installations, equipment performance approvals, and export airworthiness.

(e) Volume V will contain information on policies, practices, and FAR requirements concerning airmen certification and all categories of airmen and airworthiness designees (it will not include check airmen approvals which will be included in Volume III).

(f) Volume VI will include all practices and procedures involved in the conduct of inspections of airmen, air operators, air agencies, manufacturers, and other certificate holders in the performances of overall FAA surveillance duties,

(g) Volume VII will contain specific information as necessary to supplement other FAA investigatory orders. It will **also** include guidance on the conduct of investigations that are not covered by other orders, such as complaints, Service Difficulty and Quality Control System breakdown **investigations**, and allegations of fraudulent records or actions that require special investigative techniques.

(h) Volume VIII will contain policy, practices, and procedures concerning externally generated FAA responsibilities and special projects accomplished in support of airmen, operator, air agency, and other **certificate-holder** activities. This includes such things as Aircraft Evaluation Groups (AEG), Maintenance Review Boards (MRB), and Production Certification Boards (PCB).

(i) Volume IX will contain information on participation in the accident prevention program and industry aviation community-sponsored forums where inspectors represent the FAA,

(j) Volume X will contain information on internally generated FAA requirements, such as inspector training, personal conduct, the SF-160 en route program, credentials, district office and inspector responsibilities, etc.

8 **HANDBOOK STANDARDIZATION COMMITTEE (HSC).** The Director of Flight Standards and the Director of Airworthiness will appoint members of their staff as permanent members of the HSC. The HSC members will be selected, one each, from AFS-200, AFS-300, AFS-800, and AWS-200. The manager of the Aviation Standards Branch, FAA Academy (AAC-950), will also participate as a permanent member of the HSC. The Office of Program and Regulations Management (APR-1) will provide a senior Directives Management Officer who will serve as a permanent member of the HSC. The HSC permanent members may, from time to time, select headquarters and/or regional personnel as temporary HSC members to augment the committee during periods of high activity or when special expertise is needed. The HSC will be primarily responsible for assuring consistent interoffice and interdivisional application of the provisions of this order. In addition, the HSC will also be responsible for:

a. Review of and concurrence with divisional project resumes and detailed plans of action concerning the rewrite and reformatting of handbooks covered by this order.

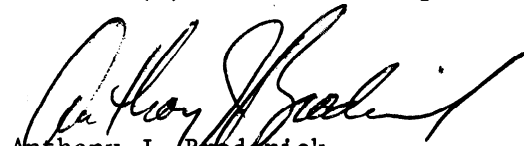
b. Periodic reviews of handbook development as scheduled by the respective divisions **throughout** the development stages. During these reviews, the HSC will provide for final resolution of any inconsistent application of the provisions of this order. In the **event** the HSC detects inconsistent application of policy, procedure, or technical content, the matter will be referred back to the appropriate division or divisions for resolution.

c. Final review and concurrence with drafts of divisional handbook(s) with respect to the provisions of this order prior to approval and publication of the handbook.

d. Review and concurrence with any major change subsequent to the initial rewrite and reformatting of the divisional handbooks. For the purpose of this order, a major change shall mean any change:

(1) that results in a significant change in the way in which inspectors perform their duties and/or tasks, or

(2) that which impacts on another division's area of responsibility.



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